



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, August 4, 2016**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE V

Local Roads Field Liaison Engineer  
Region 2/District 2/Project Implementation  
Office of Highways Project Implementation  
Dixon

Attachments  
41115

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, August 4, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer V</b>	<b>Salary Range:</b>	<b>\$6,315 - \$10,210</b>
<b>Position Title:</b>	<b>Local Roads Field Liaison Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-52-205-10-01</b>	<b>IPR#:</b>	<b>41115</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Project Implementation/819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for reviewing local agency proposals for expenditure of MFT, TBP, and local federal highway funds for approval; recommending final approval for PS&E for these projects; and for final inspection of completed projects to ensure compliance with federal and state guidelines.

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#### Special Qualifications:

##### *The following criteria are required:*

- Current Illinois Professional Engineer license
- Valid driver's license

##### *The following criteria are desired:*

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of the principles and practices of civil engineering
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and/or written communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

## ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

<b>DATE:</b>	April, 2016	<b>POSITION:</b>	Local Roads Field Liaison Engineer
<b>APPROVED BY:</b>	Paul Loete	<b>OFFICE/DIVISION:</b>	District 2 Local Roads & Streets
<b>CODE:</b>	PW115-23-52-205-10-01	<b>REPORTS TO:</b>	Local Roads & Streets Engineer

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### ***Position Purpose***

This position is accountable for reviewing for approval local agency proposals for expenditure of MFT, TBP, and local federal highway funds; for recommending final approval for PS&E for these projects; and for final inspection of completed projects to assure compliance with federal and state guidelines.

### ***Dimensions***

Number of Projects:	75-145 Annually
Area Assigned:	4-6 Counties; 20-70 Municipalities; 50-130 Townships
MFT Funds:	\$10 - \$30 Million
Township Bridge Funds:	\$1 - \$2 Million
Local Federal Highway Funds:	\$5 - \$15 Million
Miscellaneous	\$0.3 - \$2 Million

### ***Nature and Scope***

This position reports to the Local Roads & Streets Engineer, as do two other Local Roads and Streets Field Liaison Engineers, one Technical Services Engineer, a Documentation Compliance Reviewer, two Office Technicians, and one Executive Secretary I. No subordinates report directly to this position; however, the Field Engineer provides extensive liaison and supervision of local agency projects and expenditure and control of funds.

This is a primary position which accomplishes the State's responsibilities to administer the use of Federal and State transportation funds by local agencies. These funded projects are coordinated from beginning to completion in highly urbanized to very rural areas. The incumbent must coordinate all activities with agencies outside the control of the Department. Consequently, proper planning, directing, and controlling of activities is essential in maximizing transportation services.

Typical problems include accomplishing responsibilities with activities and personnel not under his/her direct supervision; motivating local agencies to provide maximum transportation services; and keeping technically and professionally qualified in highway functional areas from project inception to project closeout. When local agencies do not provide acceptable construction supervision, the incumbent must help agencies find and provide adequate personnel to staff the project. The greatest challenge to this position is to obtain local agency projects initiated and completed in a timely and efficient manner, and in compliance with Federal and State guidelines.

This position personally authorizes expenditures of funds for projects; recommends approval for PS&E for construction and maintenance programs; determines design criteria eligibility and funding for projects with local officials; recommends approval for engineering agreements, bridge inspection reports, and maintenance programs; provides general supervision of construction and maintenance projects, including traffic control; conducts required public hearings; supervises all MFT and Township Bridge lettings; and recommends for approval contracts, material acceptances, authorizations to change constructs, final day estimates, and final financial reports. Additionally, the position conducts final inspection of completed projects and annual maintenance inspections; investigates and resolves complaints and causes of discrepancies and citations

found by the Documentation Compliance Reviewer to be corrected. The incumbent conducts field inspections, prepares estimates, and recommends for approval final claims for Disaster Relief Funds.

The incumbent exercises considerable independent judgement in carrying out his/her duties. He/She operates within the wide parameters of the Bureau of Local Roads and Streets Manual, Bureau of Local Roads and Streets Circular Letters, the Standard Specifications, the Illinois Highway Code, and other statutes involving local agencies as they affect transportation projects.

The incumbent coordinates his/her activities with other affected agencies and in doing this, has frequent contact with the FHWA, the Illinois Commerce Commission, Division of Highways and Water Resources, railroads and utility companies, and all district bureaus. The incumbent attends local governmental meetings and lettings to instruct and advise local officials in Motor Fuel Tax laws and procedures. A driver's license is required for this position due to the need to travel extensively throughout the district.

The effectiveness of this position can best be judged by the accomplishment of the local program within her/her area of jurisdiction; by local agency compliance with Federal and State guidelines; by his/her ability to maintain harmonious relations with local agencies which help produce results, and by the effectiveness with which local agencies use available Federal and State funds.

### ***Principal Accountabilities***

1. Recommends for approval the local agencies' proposals for expenditure of MFT, TBP, other State administered highway funds, and Federal highway funds.
2. Recommends for approval PS&E for local agency construction projects involving MFT, TBP, other State administered highway funds, and Federal highway funds.
3. Serves as the Department's liaison to carry out State transportation responsibilities with local agencies.
4. Assures proper control and expenditure of MFT, TBP, other State administered highway funds, and Federal highway funds.
5. Maintains technical professional competence in highway functional areas from project inception to closeout.
6. Assures local agency compliance with State and Federal guidelines.
7. Promotes safety throughout local agency projects.
8. Performs duties in compliance with departmental safety rules.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.